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17 May 1963

MEMORANDUM FOR: Executive Director

THROUGH : Deputy Director (Support)

SUBJECT : Survey Report of Signal Center Archives

The supervision and control by the Cable Secretary of the Signal Center Archives would not seem to contribute to the discharge of the responsibilities of the Cable Secretary as now written; however, on the premise that the Cable Secretariat is perhaps in the best position functionally to administer the cable file for the Agency, I concur in the recommendation with the proviso that:

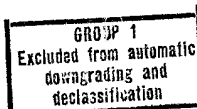
A. The originating and action units will be charged with the responsibility for evaluating their cables for permanent or temporary retention in files other than those maintained by the Cable Secretariat.

B. The CIA Cable Reference File (heretofore known as the Signal Center Archives) will be a temporary and not a permanent file; it will consist of CIA cables on film up to 1 July 1963 and of hard copies of CIA cables from 1 July 1963; it will be kept in part at Headquarters and in part at [] under the control of the Cable Secretariat, i.e., all microfilm, plus hard copies up to one year at Headquarters, with the balance []

C. The Office of Communications will remain responsible for ensuring that copies of lateral cables are furnished the Cable Secretariat in accordance with established schedules.

D. Personnel transferred from the Signal Center, Office of Communications, to the Cable Secretariat, are willing to meet the same requirements as other Cable Secretariat personnel, i.e., to work a regular shift other than days if necessary and to acquire a straight day job by seniority.

E. Equipment (or money to purchase it) can be made available early in FY 64 to print out as needed copies of cables now on microfilm.

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since it will not be feasible for non-Cable Secretariat personnel to view cables on film within the Cable Secretariat area.

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Cable Secretary

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